General Description
Under direct supervision, provides administrative support for the efficient management of the University Institutional Review Board (IRB) unit. May serve as the lead on a team or project.

Examples of Duties
- Maintains the daily administrative operation for the efficient processing of research protocols.
- Sends correspondence to the principal investigator (PI) regarding IRB actions taken on protocols.
- Follows up with PIs to ensure the timely response to IRB research protocol revision requests.
- Creates and maintains multiple files.
- Coordinates IRB meeting related activities.
- Audits files and research protocols to ensure compliance.
- Maintains the human subject database.
- Trains new IRB staff.
- Assists in the updating of multiple manuals and forms required by federal agencies.
- Assists in updating the IRB website.
- Assists in the implementation of procedures that ensure University policy complying with federal regulations.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of scientific concepts and terminology.
- Prior experience in the administration of a human subject protection program.
- Proficiency in word processing, spreadsheets and database software.
- Ability to communicate effectively verbally and in writing.
- Ability to multi-task in a deadline driven environment.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of experience in a human subject protection program; or a combination of education and related experience. Collaborative Institutional Training Initiative (CITI) Training preferred. Experience working in an academic setting preferred. Certification as IRB Manager or IRB Professional preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.